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MANUAL

OF THE

"THE CENSUS ACT,"

THE INSTRUCTIONS

TO

DETECTIVES EMPLOYED IN THE TAKING OF THE

CENSUS OF MANITOBA,

1880



DEPARTMENT OF AGRICULTURE,

(OFFICE-TORONTO).

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## 48 VICTORIA.

### CHAP. 3.

An Act to provide for the taking of a Census in the Province of Manitoba, the North-West Territories and the District of Keewatin.

[Assented to] 1st May, 1885 ]

**W**HEREAS it is expedient to provide for the taking of a Preamble.  
census in the Province of Manitoba, the North-West Territories and the District of Keewatin : Therefore Her Majesty, by and with the advice and consent of the Senate and House of Commons of Canada, enacts as follows :—

1. In this Act, unless the context otherwise requires :— Interpretation.

(a.) The expression “ house ” includes all ships, vessels, dwellings or places of abode of any kind ;

(b.) The expression “ Minister ” means the Minister of Agriculture.

2. A census shall be taken in the Province of Manitoba, the North-West Territories and the District of Keewatin, or in such parts of the said Province, Territories and District as the Governor in Council directs, in the year one thousand eight hundred and eighty-five, and before the first day of August, in the year one thousand eight hundred and eighty-six. Census to be taken and when.

3. The details of information, the forms to be used, and procedure to be followed for the obtaining thereof, and the period at which, and the dates with reference to which, the census shall be taken,—whether generally, or for any specified localities, requiring to be exceptionally dealt with in any of these respects—shall be such as the Governor in Council, by proclamation, directs. Certain matters to be regulated by the Governor in Council.

4. The census shall be so taken as to ascertain, with the utmost possible accuracy, in regard to the various territorial divisions of the country,—their population and the classification thereof, as regards age, sex, social condition, religion, Details required and on what subjects.

- education, race, occupation and otherwise,—the houses and other buildings therein, and their classification as dwellings, inhabited, uninhabited, under construction and otherwise,—the occupied land therein, and the condition thereof, as town, village, country, cultivated, uncultivated and otherwise,—the produce, state and resources of the agricultural, fishing, lumbering, mining, mechanical, manufacturing, trading and other industries thereof,—the municipal, educational, charitable and other institutions thereof,—and whatsoever other matters are specified in the forms and instructions to be issued, as is hereinafter provided.
- And others specified in forms, &c.**
- Forms and instructions.** 5. The Minister shall cause all forms, and also all instructions which he deems requisite in respect of the census, to be duly prepared, printed and issued, for use by the persons employed in the taking thereof.
- Division of the country into census districts.**
- Proviso, as to Keewatin.** 6. The Governor in Council, by proclamation, shall divide the Province of Manitoba, the North-West Territories and the District of Keewatin, or the parts of the said Province, Territories and District, in which the census is directed to be taken as hereinbefore provided, into census districts, and each census district into sub-districts; but the said District of Keewatin may, if the proclamation so prescribes, constitute one census district.
- Appointment of officers and commissioners.** 7. The Governor in Council shall appoint census officers, census commissioners, and other employees who are necessary for the taking of the census, with such relative powers and duties as are laid down for the census by the Governor in Council.
- And of enumerators.**
- If more than one.** 8. There shall be appointed, by or under the authority of the Minister, in such manner and subject to such rules in that behalf as are laid down by the Governor in Council, one or more enumerators for each census sub-district; and whenever more enumerators than one are appointed, the powers and duties of such enumerators shall be such as the Minister assigns to each, whether territorially or otherwise.
- Duty of census officers and commissioners.** 9. The census officers and commissioners shall be entrusted, under direction and instruction of the Minister, with the superintendence of the work assigned to the enumerators, and shall see that all those under their superintendence thoroughly understand the manner in which the duties required of them are to be performed, and use due diligence in the performance thereof.
- And of enumerators.** 10. Every enumerator, by visiting every house and by careful personal inquiry, shall ascertain, in detail, with the utmost possible accuracy, all the statistical information with which he is required to deal, and no other, and shall make



an exact record thereof, and attest the same under oath, and shall see that such attested record is duly delivered to the census commissioner under whose superintendence he is placed,—the whole, in all respects, as by the forms and instructions issued to him is required.

**11.** The census commissioner shall examine all such records, and satisfy himself how far each enumerator has performed the duties required of him, and shall note all apparent defects and inaccuracies in such records, and require the several enumerators concerned therewith to assist him in respect thereof,—and with their assistance shall correct the same so far as is found requisite and possible, noting always whether such corrections are concurred in by them or not, and shall make return, attested under oath, of his doings in the premises, and shall transmit the same, together with all the records in question, to the Minister—the whole, in all respects, as by the forms and instructions issued to him is required.

Supervision  
by commis-  
sioners.

Corrections.

**12.** The Minister shall cause all such returns and records to be examined and any defects or inaccuracies discoverable therein to be corrected so far as possible, and shall obtain so far as possible, by such ways and means as are deemed convenient, any statistical information requisite for the due completion of the census, which cannot be or is not obtained with the required fullness and accuracy by means of such returns and records, and shall cause to be prepared, with all practicable despatch, abstracts and tabular statements showing the results of the census as fully and accurately as possible.

Duty of the  
Minister as  
to correc-  
tions.

Abstracts  
and tables.

**13.** Every officer, census commissioner, enumerator, and other person employed in carrying this Act into effect, before entering on his duties, shall take and subscribe an oath binding him to the faithful and exact discharge of such duties, which oath shall be in such form, taken before such person, and returned and recorded in such manner, as the Governor in Council prescribes.

Oath of office  
to be taken.

**14.** Every officer, census commissioner, enumerator, or other person employed in carrying this Act into effect, who makes wilful default in any matter required of him by this Act, or wilfully makes any false declaration touching any such matter, is guilty of a misdemeanor.

Wilful neg-  
lect of duty a  
misdemeanor.

**15.** Every person who has the custody or charge of any municipal or other public records or documents, or of any records or documents of any corporation, from which information sought in respect of the census can be obtained, or which would aid in the completion or correction thereof, shall grant to any census officer, commissioner, enumerator,

Custodians of  
public records  
to grant ac-  
cess thereto.

Penalty for  
default.  
Misdemeanor.

or other person deputed for that purpose by the Minister, reasonable access thereto for the obtaining of such information therefrom; and every such person who wilfully or without lawful excuse refuses or neglects to grant such access, and every person who wilfully hinders or seeks to prevent or obstruct such access, or otherwise in any way wilfully obstructs or seeks to obstruct any person employed in carrying this Act into effect, is guilty of a misdemeanor.

Penalty for  
neglect or  
refusal to fill  
up forms.

**16.** Every person who wilfully, or without lawful excuse, refuses or neglects to fill up, to the best of his knowledge and belief, any form which he has been required to fill up by any enumerator or other person employed in carrying this Act into effect, or refuses or neglects to sign and deliver up or otherwise return the same when and as required, or makes, signs, delivers or returns, or causes to be made, signed, delivered or returned, any wilfully false answer or statement as to any matter specified in such form,—shall, for each offence, incur a penalty not exceeding forty dollars and not less than one dollar.

Penalty for  
neglect or  
refusal to  
answer ques-  
tions.

**17.** Every person who, without lawful excuse, refuses or neglects to answer, or who wilfully answers falsely, any question requisite for obtaining any information sought in respect of the census or pertinent thereto, which has been asked of him by any enumerator or other person employed in carrying this Act into effect, shall, for every such refusal or neglect or wilfully false answer, incur a penalty not exceeding twenty dollars and not less than five dollars.

Recovery of  
penalties.

**18.** The penalties hereinbefore imposed may be recovered in a summary manner at the suit of any officer, census commissioner, enumerator or other person employed in carrying this Act into effect, before any justice of the peace having jurisdiction in the place where the offence has been committed, on the oath of the prosecutor or of one credible witness; and a moiety thereof shall belong to the Crown for the public uses of Canada, and the other moiety to the prosecutor, unless he has been examined as a witness to prove the offence, in which case the whole shall belong to the Crown for the uses aforesaid.

Application  
of penalties.

Minister may  
direct in-  
quiries to be  
made as to  
certain  
matters.

**19.** Whenever the Minister deems it convenient, he may, by special letter of instruction, direct any officer, census commissioner or other person employed in carrying this Act into effect, to make inquiry under oath, as to any matter connected with the taking of the census, or the ascertaining or correction of any supposed defect or inaccuracy therein; and such officer, census commissioner or other person shall then have the same power as is vested in any court of justice, of summoning any person, of enforcing his attendance, and of requiring and compelling him to give evidence

on oath, either orally or in writing, and to produce such documents and things as such officer, census commissioner or other person deems requisite to the full investigation of such matter or matters.

**20.** Any letter purporting to be signed by the Minister, or by the deputy of the Minister of Agriculture, or by any other person thereunto authorized by the Governor in Council, and notifying any appointment or removal of, or setting forth any instructions to, any person employed in carrying this Act into effect,—and any letter signed by any officer, census commissioner or other person thereunto duly authorized, notifying any appointment or removal of, or setting forth any instructions to any person so employed under the superintendence of the signer thereof,—shall be, respectively, *prima facie* evidence of such appointment, removal or instructions, and that such letter was signed and addressed as it purports to be.

Certain documents to be *prima facie* evidence of the contents thereof.

**21.** Any document or paper, written or printed, purporting to be a form authorized for use in the taking of the census, or to set forth any instructions relative thereto, which is produced by any person employed in carrying this Act into effect, as being such form, or as setting forth such instructions, shall be presumed to have been supplied by the proper authority to the person so producing the same, and shall be *prima facie* evidence of all instructions therein set forth.

Presumption as to certain documents.

**22.** The leaving, by an enumerator, at any house or part of a house, of any form purporting to be issued under this Act, and having thereon a notice requiring that the same be filled up and signed within a stated delay by the occupant of such house or part of a house, or, in his absence, by some other member of the family, shall, as against such occupant, be a sufficient requirement so to fill up and sign such form, though such occupant is not named in such notice, or personally served therewith.

What shall be a sufficient requirement as to filling and signing forms.

**23.** The Minister shall cause to be prepared one or more tables, setting forth the rates of allowances or remuneration for the several census commissioners and enumerators employed in carrying this Act into effect, which rates shall not exceed, in the aggregate, such amount for each day of proved effective service for any enumerator and for each day of like service for any census commissioner, as the Governor in Council directs, and such tables shall be laid before Parliament within the first fifteen days of the session then next ensuing: Provided, that in the settled parts of Manitoba the said rates of allowance or remuneration shall not exceed those paid in the last decennial census.

Remuneration of persons employed.

Payment of remuneration.

**24.** Such allowances or remuneration shall be paid to the several persons entitled thereto, in such manner as the Governor in Council directs, but shall not be payable until the services required of the person receiving the same have been faithfully and entirely performed.

Out of what moneys to be paid.

**25.** Such allowances and remuneration, and all expenses incurred in carrying this Act into effect, shall be paid out of such moneys as are provided by Parliament for that purpose.

Civil Service Acts not to apply.

**26.** Appointments, employments or service under this Act shall not be subject to the statutory requirements affecting the Civil Service.

Report to be laid before Parliament, and when.

**27.** A full report of all things done under this Act, and an account of all moneys expended under the authority thereof, shall be laid before Parliament by the Minister within the first fifteen days of the then next session thereof, and of each session thereafter, until such time as all things required to be done under this Act have been fully completed.

# INSTRUCTIONS TO OFFICERS.

IN TAKING THE MANITOBA CENSUS, 1886.

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## CHAPTER I.

### PREFATORY REMARKS.

28 This census is to be taken for the purpose of ascertaining, as exactly as possible, the population and resources of the country, and thereby furnishing a sufficiently correct idea of its strength and capability, but in no way for the purpose of taxation.

29 A census is not taken for purposes of *taxation*, as, unfortunately, many persons imagine. None of the information contained in it could be turned to such account. The results it exhibits, like those of any other statistical enquiries, are directly connected with the science of government; which pre-supposes a general knowledge of the wants and capabilities, the defects and advantages, numerically presented, of the population and the country.

It follows that it is the duty of every person, as well as his interest, to assist in obtaining a true and honest statement of facts as they are.

30 Many persons imagine the census schedules may be in some way used as a sort of advertisement for them, or as a reflection upon them. The fact is, that these schedules are *never* seen except by the commissioners and others engaged in taking and compiling the census, who, besides that they are sworn officers, bound not to divulge any individual information, care very little for, and have no interest in the individual statements contained in them. The names are taken in the census schedules simply for a check upon the returns, and to afford opportunity to correct any palpable error. In other words, the enumeration by names is a necessary guarantee of good faith and correctness, and it has no other object.

31 It must further be borne in mind, that the questions put cannot embrace everything of interest, but must, on the contrary, be limited to matters of leading importance. There are even matters of general interest which must be omitted, as well because of the intricacies they present, as of the necessity there is to limit the number of the questions asked.

32 Individuals and localities have their own preferences and their own special interests; but, in every case, it must be remembered that the census operations are intended to deal generally with very broad information, and that, therefore, many interesting products must be left out of the schedules. Products of great importance to particular localities may appear relatively insignificant when viewed in connection with, and simply as forming part of, the entire products of the country at large. To take every detail and make every enquiry is an impossibility.

33 Whatever plan is adopted for taking a census, whatever are the enquiries proposed to be made, and whatever care is bestowed in preparing the schedules or filling in the answers, there will still be difficulties to be met, and defects found in practice. These must be recognized, and overcome by the best attainable means.

34 The success of a census depends upon obtaining an honest return, which shall be as accurate as possible, of the facts asked for in the schedules; and this success is dependent on three conditions, the absence of any one of which would render the result of the whole defective in a proportionate degree. These *desiderata* are:—

1st. The adoption of a good system, with an honest, intelligent, well-instructed and painstaking administrative staff.

2nd. A good selection of honest, intelligent, well-instructed and painstaking enumerators, bound under the obligation of a solemn oath.

3rd. An honest, willing and painstaking people to answer the questions put to them.

35 Census operations are more difficult on this continent than in many European countries, on account of differences of social organization and administrative machinery; and, further, on account of the immense proportions of territorial area to population. More painstaking application is, therefore, required in this country, on the part of the census officers of all grades, and a more active aid on the part of the people at large.

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## CHAPTER II.

### THE SYSTEM.

36 The schedules, arranged in order, will be placed in a portfolio, to be easy of carriage, as well as easily handled, affording facilities for writing in the answers, and for compiling from them.

The schedules are explained by this Manual ; in which are given (illustrated by a set of Specimen filled Schedules) remarks upon almost every column, and instructions intended to aid the officers to overcome the difficulties which necessarily arise in practice.

These specimen schedules are simply intended to indicate the manner of filling up the working schedules, and to illustrate the way in which the census is to be taken. But there is no intention of conveying by them any idea of the ratio of things, such as ages, sex, establishments, &c. ; nor any relation between the localities mentioned at the head of each page, with the imaginary facts entered on the page ; the whole being simply for example, and not for showing any connection, except in so far as is indicated by the references from one schedule to another.

These specimen schedules will be distributed to every officer, commissioner and enumerator, some time before the taking of the census, in order to allow every one to acquaint himself with the questions which he is compelled by law to ask, and to prepare himself, in advance, for the intelligent and prompt execution of his duties, and thus helping to avoid the mistakes that may arise from sudden questioning, as well as shortening the time necessary for taking down the answers

One chief officer has been appointed whose duty it will be to instruct the Commissioners.

- 37 When he shall have gone through the necessary conferences with the commissioners, and fully initiated them into the mode of filling up the schedules, which, at first sight, will appear a little intricate, they, in turn, will confer with the enumerators of their respective districts and put them through the same process of instruction. And when the commissioner is fully satisfied that the enumerator is sufficiently imbued with the knowledge of the system as to qualify him for the duties required, he will then proceed with his work of enumeration.

It is hoped that, by the aid of these preliminary studies, and the working of this system of graduated instruction, every officer connected with the census will be fully prepared for his task when the day comes to take it.

## CHAPTER III.

## GENERAL DIRECTIONS.

- 88 The principle adopted for the registration of the population is that which is called by statistes the *population de droit* or *de jure* ; that is, the population legally domiciled, including all persons who may be temporarily absent from their places of abode, whether at the fisheries, or in the forest wilderness, &c.
- 39 All persons are to be registered in the particular localities in which their homes, families, dwellings, or places of abode are situated, although they may happen to be in other parts of the Dominion,—in the forest, or in foreign parts, on the day with reference to which the census is taken, that is, from midnight of 31st July, 1886.
- 40 In order to make the details of this system of registration very clearly understood, cases that will occur in practice are furnished in the form of instructions as follow :—

Lumbermen or hunters in the forest, merchants, or tradesmen, or laborers, or travellers, or students, or any others happening to be temporarily absent from home and not permanently settled elsewhere, are not to be considered as absent for the purpose of the census ; but their names are to be registered by the enumerator as being present.

- 41 Therefore, the names of college students and school children, of the sick in hospitals, of inmates temporarily present in educational, charitable or penal institutions, are to be taken down in their own Provinces, at their own domiciles or homes, and not at temporary abiding places or institutions. In other words, all living members of one family are to be registered as being present at the family abode, unless they are settled in homes of their own, or have left the country for good.

When, therefore, an enumerator finds any person whose home or dwelling is in another part of the Dominion, he is to be careful not to make any entry in his schedules.

- 42 Servants come under three categories, and are to be dealt with in the following manner :—

Those whose hiring partakes of a temporary character, indicated by the fact that they can leave when they like without breaking an engagement, will not be taken as one of the family.

Those whose hiring is of a more permanent character, such as require a month's notice to be given on either side to



terminate the hiring ; then he or she is to be registered as one of the family in which found.

Those not belonging to families or homes of their own within the Dominion will be taken wherever found.

- 43 Persons having no family abode and no fixed domicile of any kind are, of course, to be registered wherever met with, whether on board ship, in shanties, wigwams and tents, public institutions, or private houses. Orphans kept in public institutions or private families are, accordingly, to be taken with such institutions or families. Homeless, sick or destitute persons in asylums and hospitals, and prisoners without family abode, or sentenced for life, are to be taken in the institutions or prisons where they happen to be.

- 44 *A Family*, as understood for the purpose of the census, may consist of one person living alone, or of any number of persons living together under one roof, and having their food provided together. For example: One man, say a shop-keeper, or one woman, say a seamstress, living alone in a separate house, or in a distinctly separate part of a house, would constitute a census family ; but any number of persons living together in a boarding house, several of them being parents, having children and servants, would only constitute one census family, provided they had no home elsewhere.

- 45 The census returns of *Population and Property* are to consist of the statement of facts as they actually exist on the 31st July, 1886.

Returns, which are to embrace a *Yearly Period*, such as the enumeration of products, &c., are to be counted for the twelve months immediately preceding the 31st July, 1886. The headings of the columns afford a clear indication of the nature of each category,

Therefore, any person who was alive on the 31st July, 1886, although he may have died between that date and the date of the enumerator's visit, is to be recorded as if living.

*The Duties* of each class of officers employed are defined by the Census Act, herewith published.

- 46 The remuneration of commissioners and enumerators will be as settled by His Excellency in Council, pursuant to the 23rd section of the Census Act ; no payment can legally be made until the whole of their work is completed in a satisfactory manner.

*The Explanations* hereinafter given respecting each schedule, and each heading of the schedules, accompanied by the

specimen schedule for an illustration, will indicate to the several officers how practical questions are to be met and solved.

- 47 *The Enumeration*, as the law prescribes, must be taken down in writing by the enumerator himself, he going personally from house to house, and writing in the schedules, in the most scrupulous manner, the answers given to the questions arising out of the headings, in order of their numbering.
- 48 The information, which is in every case recorded, must be the definite answer of the person to whom the question is put; and the enumerator is never to take upon himself to insert anything which is not stated or distinctly acknowledged by the person giving the information. It would be criminal to insert anything contrary to the declaration of such person.
- 49 But it is the duty of the enumerator so far to assist the person giving the information as to point out to him any apparent error, or indicate any apparent fact omitted. In every case he must carefully read over the facts he has taken to the person from whom he has obtained them, for checking the correctness of his entries.
- 50 In case of refusal of any person to answer questions put which are necessary to obtain information required for filling the schedules, or of the enumerator receiving any information which is apparently untrue, it is his duty to warn such person against the consequences of such criminal course; and if it is persisted in, his duty then will be to bring the offender to justice, as provided by the Act.
- 51 In other words, the enumerator is the recorder of answers to questions put by authority of the Executive, under the sanction of law; but it is required that he be an intelligent and conscientious officer, not a mere machine; and his duty is to guard himself and all concerned against errors and frauds.
- 52 In all cases of difficulty—and such cases will occasionally arise—the enumerator must deal with them in the best possible manner, taking for his guide the spirit of the law, and the general tenor of this Manual. He must endeavor—
  1. Not to omit anything of importance.
  2. Not to record the same thing twice.
  3. Not to exaggerate anything.
  4. Not to underrate anything.

- 53 The very best way of fulfilling these conditions, and fairly and properly performing his duties, is for the enumerator to make a painstaking study of his schedules and this Manual, and to thoroughly acquaint himself with all particulars and peculiarities of his division.

An intelligent and well-trained enumerator will, in fact, generally speaking, know beforehand what are, as a whole, the conditions of every family in his division.

- 54 It is necessary, for the success of the census, that the intercourse of the enumerators with the public be characterised, on the part of these officers, with discretion and forbearance. Every objection made, or question put to the enumerators, must be met with proper, satisfactory and courteous explanations.

- 55 Persons having apprehensions, or showing hesitation in giving their answers, must be assured that no information they may give, and that nothing taken down in the schedules can, by any possibility, injure or in any way affect their standing or their business. The enumerator will act under oath, and his duty will be to preserve *the strictest secrecy*, as well with respect to any verbal statements made to him as to his enumeration records. He is not permitted to show, or in any way to communicate these, to any person whatever, except to the commissioner of his own district, who is also under oath; all are forbidden, under any circumstances, to communicate anything therein contained to any person whatever except to other sworn officers of the Department, all bound by the like prohibition.

- 56 The commissioners and enumerators are forbidden to give any synopsis of the result of the census, or any part thereof, to any one. Partial communication of information is calculated to produce mischief, if not to mislead, and may be made subservient to purposes totally unconnected with the census, and detrimental to it. The result will be given by the Department in a careful and comprehensive manner at the earliest possible period.

- 57 It is required of all officers connected with taking the census that they bring to the accomplishment of their task that discretion generally necessary on the part of all public servants, but especially so where duties of great trust and delicacy are to be performed.

- 58 It is further specially required of every census officer, that he is to make himself thoroughly acquainted with the whole matter before his actual work commences. It is not the time for study or enquiry after the work commences, but for action. If an enumerator find difficulties after the com-

mencement of his travels, he must bring to their solution his best intellectual faculties, aided by his previously acquired information respecting census matters; and he should consult the Manual and specimen schedules, which he must always keep in his portfolio. When commencing his actual duties, the enumerator is recommended to make his first entries with the greatest care, spending more time upon these than will be subsequently required.

- 59 In case an enumerator meets a difficulty of a special and exceptional character, he is required to make a short notice in the column of remarks of the schedule in which it occurs, explaining the manner in which he has met it.

All documents sent to the officers, commissioners and enumerators, are, in their nature, private, with the exception, of course, of "The Census Act," the Manual, and such as have been published in the "*Canada Gazette*."

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## CHAPTER IV.

### THE SCHEDULES.

#### *General Remarks.*

- 60 The five schedules for the taking of the census consist of a regular series. They are all to be taken up, one after the other, in the order of numbering, at every visit made by each enumerator.
- 61 These schedules have been printed on good paper. It is required that the whole returns be made in a creditable, as well as intelligible manner, and commissioners and enumerators will see that the best materials of pen and ink are employed in filling in the schedules; that they are kept clean and in good order, without any folding or bruising; and that the writing and figures are legibly written.
- 62 The schedules will be delivered to each enumerator in a *portfolio*, and they are not to be carried anywhere without this. After being filled they are to be returned to the commissioners in the same order in the portfolios; and the commissioners, in like manner, are to deliver them in the portfolios to the Department, of the archives of which they are to form a part.
- 63 As there are no reasons for the enumerators or the commissioners to acquaint themselves with the aggregate results, they are not to make the additions at the foot of the columns of the schedules. Revision and corrections when required

to be made in the returns by the enumerators and the commissioners, conjointly, as provided by law, refer to statements attached to each of the details inscribed, and not to the general results.

- 64 Any error committed (but with proper care there should be none, or very few) or any omission made, should be corrected or supplied by drawing a plain ink line through the erroneous entry but not so that the original and erroneous entry cannot be read, and any correction or addition must be supplied by writing in an interline. There must be no erasure of any kind, nor yet any such obliteration of any entry made as shall render the same illegible.
- 65 Every entry must be confined to its own column, and the writing or figures of each answer are not to interfere with the enjoining space in the schedule; the figures are to be entered in regular perpendicular rows to facilitate compilation. When a single figure is required it will be placed next the right hand line.
- 66 The enumerator must himself, in every case, go in person to every dwelling or industrial establishment in each district or division at which enquiry is to be made. Every heading of every schedule, with the exception hereinafter specified, is to be read over at every visit. The enumerator is not to take for granted that any person addressed can only supply answers to the questions arising from the headings of part of the schedules. He must, with the exception referred to, ask every question. And for proof that this requirement has been systematically fulfilled, it is ordered that an entry be made at every column in every case, whether negative or affirmative, in the manner hereinafter indicated, and as illustrated in the specimen schedules.

There is only one exception to this rule, and relates to the 2nd schedule, in which "Industrial establishments" are recorded and to which the references in columns 1 and 2 do not apply.

In other words:—Schedule No. 1, will contain as many lines written as there are living persons recorded; No. 2, as many lines as there are families, for the purpose of recording public institutions. Nos. 3, 4 and 5, as many lines as there are families visited.

- 67 As some abbreviations are necessary, and others convenient for saving time, it is requisite that some rules should be given respecting them:—

Every abbreviation of one letter must be by a capital letter, such as M. for male, F. for female, M. for married, W. for widowed, &c.; and very carefully written.

The negative sign, to be written in every column in which there is nothing to be entered, or when the answer "No" is given, is to be in the form of a dash, written thus —.

The affirmative sign, equivalent to the answer "Yes," to a question, will be made by writing the figure 1 in the column ; or, in other words, the entering of this figure will indicate that the person or thing is to be counted in the enumeration.

This sign made thus :— " may be made for *idem* or *ditto*, under a plainly written item of information, but must not be carried from one page to another without a repetition of the item.

Recapitulation of the conventional signs :—  
 — "Nothing," "no," not "concerned," or "unknown,"  
 1 "Yes," "to be counted"  
 " "Idem" or "ditto."

The following abbreviations may be used instead of the full names of the Provinces of the Dominion :—

O.	for Ontario.	P. E. I.	for Prince Ed. Island.
Q.	" Quebec.	B. C.	" British Columbia.
N. S.	" Nova Scotia.	M.	" Manitoba.
N. B.	" New Brunswick.	N. W. T.	" Territories.

This will be required more particularly in the column for place of birth.

- 68 The information sought for in this census relates solely (with the exception of the returns of population) to the amount of property held at the time of taking the census as either owner, tenant or employé, and to the total amount of products of the last twelve months before such taking. Each family, so far as the census is concerned, is therefore to appear in the capacity of an occupier of property, or of a producer, or in both capacities ; and as regards production, the quantities given are to comprize the grand quantity produced, whether consumed by the producer himself, sold, exported, or still on hand.

A few examples may illustrate this rule :—

- 69 A farmer reports having grown a total of 500 bushels of wheat, of which he has consumed 100 bushels, sold 200 bushels, and has still in hand 200 bushels. The whole 500 bushels must be set down in the census, because he is not here to appear as a consumer, a vendor, or a storeman, but simply as a producer. The merchant who may have purchased the 200 bushels has nothing to enter in the census

for this; but if he is, at the same time, a farmer and has grown 300 bushels, he is to report such 300 bushels, as being the producer of them.

A manufacturer has manufactured, during the last twelve months, 10,000 yards of cloth. He is to enter the 10,000 yards; no matter what quantity he has sold, or what quantity he has in stock.

70 A storekeeper has nothing to enter in any of these schedules as a purchaser or vendor, any more than a forwarder has to enter the goods which he has transported; but if a storekeeper has produced anything, either as a farmer, or manufacturer, or otherwise, he is to give the quantities thus produced by him, quite irrespective of anything that has passed through his hands as a dealer in products.

71 In every case, in the information relating to products or property (with the exception of real estate and ownership of shipping) the quantities must be ascertained and recorded on the spot where they are found, or have been extracted, raised or manufactured; with a reference to the name of the informant in Schedule No. 1, whether such informant be the proprietor or producer himself, or his representative or employé.

72 The initiatory filling up of the blanks at the head of each of the five schedules left for indication of the several districts and sub-districts, is to be done by the commissioner and the continuation of this process, by the enumerator. The name of the enumerator is to be written on the first page of the first schedule of each set, by the commissioner who will also write "east" or "west" in the blank opposite "of principal meridian" as the case may be.

73 The paging of each book of schedules is to be continuous, without any interruption, or interpolation, and without any double paging. Schedule No. 1 will, of course, contain a much larger number of pages than any of the others.

Both the commissioners and enumerators are required to return every sheet of the working schedules, whether filled or not, and whether spoiled or not.

The original schedules must be returned to the Department; and no copy of them is to be made.

Any deviation from these rules will be a presumption of error.

74 The commissioners and enumerators, in the transmission and use of schedules, are to take all necessary measures to

protect them against inclemency of the weather, or from any kind of injury, or from any alteration, interference or inspection, by any other than the proper officers.

- 75 When two or more enumerators are appointed for one sub-district, the commissioner will distinguish the separate portion of these sub-districts, as Division 1, Division 2, &c.; and in his final report he will give a topographical description of each. When, on the contrary, one enumerator is appointed for two sub-districts, separate sets of schedules are to be prepared for him; one set for each sub-district.
- 76 The date of each day's enumeration is to be entered by the enumerator on the last line filled of Schedule No. 1, opposite the last name registered, and only at the end of each day; and each such record is to be signed by the enumerator, as per specimen schedule.

The headings of the working schedules are printed both in English and French, in order to be well understood by all and everywhere.

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## CHAPTER V.

### DIRECTIONS CONCERNING THE SEPARATE SCHEDULES.

#### SCHEDULE No. 1.

##### *Nominal Return of the People.*

- 77 This schedule refers to The People, and will contain the actual population, registered name by name, family by family, taken from house to house. The population is to be recorded as it will exist on the 31st July, 1886.

*In Columns 1, 2 and 3* are to be registered the numbers of the Range, Township and section, opposite the name of each head of a family.

- 78 *Column 4.* Every vessel being the abode and domicile of a family, or on board of which there may happen to be any person or persons belonging to our population, not having a domicile on shore, or not forming part of any family having a domicile on shore, is to be registered in this column. Every vessel is to be numbered in this column in the order of visitation, as shown in specimen schedule, from one to the last vessel so met in the enumerator's sub-district, in consecutive series. If, however, the enumerator is entrusted with the taking of two sub-districts, he is required to act the part of two distinct enumerators, as hereinbefore explained.



79 *Column 5.* In this column are to be numbered, in the same manner, all dwellings of a temporary character, only inhabited for a part of the year, such as lumbering shanties, public works shanties, fishermen's huts, Indian wigwams, &c.

80 *Columns 6 and 7* are to record the houses in construction, and those uninhabited, as they are met with—without reference to the names recorded; as will be seen in perusing the specimen schedules. If houses in construction, or uninhabited, are met with in rows, as is often the cases in towns, then the recording is to be written by giving the number in the row, 2 or 5, either in construction or empty, as the case may be; when met with singly by the number 1.

81 *Column 8.* Dwelling-houses inhabited are to be numbered in this column, in order of visitation, in consecutive series, from the beginning to the end of each enumerator's division.

It may happen that the enumerator may meet with a house, apparently empty, locked on the outside. Before counting it as an empty house, the enumerator will ascertain if the person be a homesteader, absent on leave from the Government, and if so, he will be counted as a family living there.

82 There may be several families in the same house; but the house would, nevertheless, only constitute one house, as shown in the specimen schedule.

A separate house is to be counted, whenever the entrance from the outside is separate.

83 *Column 9.* Every family is to be numbered in this column in the order of visitation, in consecutive series, as illustrated in the specimen schedule.

*Column 10.* The names of every living person, belonging to each family (according to the rules hereinbefore laid down), are to be entered in full, in the following manner, and as shown in the specimen schedule:

Jones, William.

" Mary.

The family name being first given, and then the Christian name.

84 *Column 11.* The sex is inscribed in this column by inserting the letter M. for masculine, and F. for feminine.

*Column 12.* The filling of this column needs explanation, only in the case of infants under one year; when the record

will be made thus: Under one month 0, thence in fractions  $\frac{1}{12}$ ,  $\frac{2}{12}$ ,  $\frac{3}{12}$ , &c., up to  $\frac{11}{12}$ , as in specimen schedule.

- 85 *Column 13* explains itself; and the entry must be made by writing such information as "England," "France," "Germany," "O.," "N.S.," &c., as the case may be.

- 86 *Column 14.* In writing down the religion, the enumerator must be very careful to enter the information given by the person questioned with precision; and to be sure that the denomination is well defined, especially when making use of abbreviations, such, for instance, as are shown in the specimen schedule.

In thus recording the religious denominations, it will, in many cases, be necessary to make use of abbreviations to save space; but in doing so the principal or key word should be sufficiently written, as:—

C. Presb.	for	Canada Presbyterian Church.
R. Presb.	"	Reformed Presbyterian.
W. Meth.	"	Wesleyan Methodist.
Meth. N. C.	"	Methodist New Connection.
I. Meth. E.	"	Independent Methodist Episcopal.
F.W.C. Bapt.	"	Free-Will Christian Baptist.

And so on for other denominations which may be designated by a title too long to be recorded in full.

- 87 *Column 15.* Origin is to be scrupulously entered, as given by the person questioned; in the manner shown in the specimen schedule, by the words English, Irish, Scotch, African, Indian, German, French, and so forth. In this column will specially be entered Half-breeds as French Half-breed, Scotch Half-breed and English Half-breed, &c.

- 88 *Column 16.* The profession, trade or occupation, must be entered in full, as given. When two of these are united in one person, both may, or may not be given; the point being decided by the importance attached to the fact by the person himself. When sons follow the professions or occupations of their fathers, and are associated with them, the same description is to be inserted. For instance, a farmer's son, working on his father's farm, is a farmer's son; a carpenter's son, in the same way, a carpenter's son; and so other young men, when studying professions, are to be inscribed as *Medical Student, Law Student, &c.*; and when apprenticed to trades, are to be entered in a similar way. Young men at colleges, but not school children, are to be entered as students.

In the case of women, unless they have a definite occupation besides their share in the work of the family or household, the column is to be filled with the sign —; as also in

the case of children. If they have a special occupation, such as seamstress, clerk, factory hand, &c., then it should be entered accordingly.

- 89 *Column 17* The information is to be recorded by using the letter M. for married ; W. for widow ; and the sign — for all others, including children.

*Columns 18, 19, 20 and 21* are sufficiently explained by their headings, and the entries therein are to be made by the sign 1.

- 90 The heading "*unsound mind*" is intended to include all those unfortunates who are plainly deprived of reason. As many persons entertain prejudice on that account, the enumerator, if he is acquainted with the fact beforehand, must approach it with great delicacy, taking care, however, not to omit the entry of any such case. No attempt is made to distinguish between the various maladies affecting the intellect ; as experience proves that the result of such enquiries made under such circumstances is perfectly worthless.

*Column 22.* In this column is to be entered any remark which may be found necessary ; but, in general, enumerators should not have resort to explanations, unless in special cases. This column is also to receive the date of each day's operation, as hereinbefore explained, by writing the same on the same line as the last name inscribed

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## SCHEDULE NO. 2.

### *Public Institutions and Industrial Establishments.*

- 91 This schedule has two objects, which are brought together for the sake of saving space and time. One is, to record facts connected with the public institutions of the country, and the other to gather the statistics of industries.
- 92 *Columns 1 and 2.* These columns are for reference, by page and line, to Schedule No. 1, in order to save repetition of the names therein written.

Taking, for illustration, the second entry in these columns, page 1, line 2, referring to the first entry in Schedule No. 1, carries us back to William Jones. It is, however, an entry relative to a "Methodist Church." Mr. Jones is described as a Methodist in Schedule No. 1 ; and as being the nearest person met with, belonging to the church in question, he gives the particulars respecting it, which are entered in this

schedule (No. 2) ; namely, that the church is a single building, having no inmates.

Taking another case :—The fifth entry in schedule No. 2, relative to a "Common School," refers to page 1, line 15, of Schedule No. 1, where we find the name of Lucinda Biddell, a schoolmistress, who has no home of her own, and lives with Charles Russell, a hotel and store keeper. The reference to her name is to authenticate the particulars given by her, respecting that school, she being the nearest person of authority in it with whom the enumerator happens to meet.

All the references to Schedule No. 1, in columns Nos. 1 and 2, are made in the same way, throughout the whole of the four schedules in which they occur ; and they will appear very plain if traced throughout the specimen schedules by the aid of the above explanation.

- 98 *Columns 3 and 4* relate exclusively to public institutions, and are to be passed over by making the sign —, whenever the information to be entered refers to individuals, as exemplified in specimen schedule.

*Column 3.* There are to be entered in this column all institutions of a public character, such as churches, convents, universities, colleges, academies, schools of all sorts, public and private, asylums, refuges, hospitals, charitable and benevolent institutions of all sorts, prisons and other penal institutions. These and all other institutions relate to this schedule, and are to be registered in it by the enumerator of the sub-district or division where they happen to be ; and whenever such institution is attached to or dependent on any religious denomination, mention is to be made of the fact in the manner pointed out in the specimen schedule.

- 94 Whenever an enumerator meets, within his division, with a church, a school, or any other building belonging to an institution, but at the time having no one residing in it, he must make enquiry, and get the information required, from the best and nearest informant, referring to such informant by entering his page and number, as already directed.
- 95 *Column 4.* The number of inmates mentioned in the heading of this column means the number of persons residing at the time under the roof of the institution, irrespectively of the number who may frequent it during the day time. This head of information is unconnected with the question of permanent domicile of persons, and has no relation to the total number of the population.

That portion of this schedule which relates to industrial establishments is one of which it is not required that all

the questions be put to every head of family ; or negative answers recorded.

There is in it, moreover, no reference to Schedule No. 1. Entries in this schedule are only to be made when an industrial establishment of some kind is met with, but the enumerator is required to ask whether such does or does not exist at every visit he makes.

- 96 An industrial establishment is a place where one or several persons are employed in manufacturing, altering, making up or changing from one shape into another, materials for sale, use or consumption, quite irrespectively of the amount of capital employed, or of the products turned out.

A lime kiln, a cheese factory, a brick-yard, a ship-building yard, a grinding-stone factory, a sulphuric acid manufactory, a saw-mill, a marble-cutter's shed, a wheel factory, a pottery, a foundry, a meat-curing or "packing" establishment, an establishment to manufacture copper regulus or purify plumbago, a cloth manufactory, a carding mill, a grist mill, a planing and dove-tailing mill, a sash factory, as well as a shoe making, harness-making, dress-making, tailor's or blacksmith's shop, or carpenter or joiner's shop, &c., are all industrial establishments. Any establishment, we repeat, where materials are manufactured, made up, changed or altered from one form into another, for sale, use, or consumption, is an industrial establishment. All repairs, mending or custom work are understood to be industrial products ; and are to be entered accordingly, by value, in the returns of industrial establishments. It must be well understood that hands employed on hire in such industrial establishments are not to give the result of their labor separately.

- 97 The returns of industrial establishments are to be recorded in the district, sub-district, and division where the enumerator finds the establishment, and nowhere else. This principle is essential in every case. The production is attached to the locality.
- 98 In the evaluation of capital invested, *column* No. 6, care must be taken to include the value of the buildings, plant, &c., used ; whether owned or rented, it matters not

It matters not whether the raw material is in the ownership of the manufacturer or not, whether it is transformed on account of one or another person, whether the work is a profitable or losing business ; the information required is the result from the establishment, so far as requested. For instance, a saw mill may saw logs and other lumber for a great number of persons ; the working may cost more than the returns bring to the owner ; but, nevertheless, the amount

of raw material has changed form, and so much value has been added to it; and these are the facts to be recorded, inasmuch as the value is concerned.

All entries in the *columns* relating to values are to be made in dollars (\$), without fractions. The number of people employed may be made up exclusively with members of the family of the proprietor; in other places the proprietor and family may not form part of the people employed. All these circumstances are illustrated in the specimen Schedule No. 2.

Apart from these general remarks, this schedule does not require any special explanations, every heading being in itself sufficiently explicit, and the practical working being illustrated in the specimen schedule.

The oral instructions of the accredited officer of the Department of Agriculture and the commissioners will aid in mastering some difficulties, and in rendering easy the practical working of this schedule.

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### SCHEDULE No. 3.

#### *Cultivated Lands and Field Products.*

- 99 This schedule, mainly devoted to the ordinary products of the soil, is naturally more crowded than any other of the whole series. There are no complications. Very few of its columns, in fact, require any explanation.

*Columns 1 and 2* are for the usual reference to Schedule No. 1.

- 100 *Column 3.* In this is to be entered the capacity in which the person occupying the property holds it. If owner, put the letter "O" (whether such proprietor is an individual or a company); if tenant the letter "T"; and if an employé of the proprietor, the letter "E."
- 101 *Column 4* In this column is to be entered the number of acres of land which the enumerator finds occupied by the person visited, irrespective of ownership, and for those only within the enumerator's division. He must be careful to ask, not for the whole number of acres held, but for those only actually occupied within his division. For instance, his informant might own 2,000 acres of land in various parts of the Territories, and yet only occupy 100 acres within the division; these alone would be entered in this schedule.

*Column 5* explains itself. It means lands that have been in a measure cultivated by fallowing, &c.

*Columns 6 to 27* need no explanation.

#### SCHEDULE NO. 4.

##### *Live Stock, Animal Products, Furs and Pelts.*

*Columns 1 and 2* contain the same references to Schedule No. 1 as in the previous schedules.

- 102 The remainder of this schedule is so clear and definite that there is no need of any further explanation for any of the thirty columns therein contained. There may be a difficulty in obtaining the furs caught by Indians. The enumerator must use his own judgment as to how he will obtain the quantities, but he must endeavor to get all without duplicating them.
- 103 The following remarks, however, may be made:—"The *home-made butter* and *cheese*, mentioned in *columns 11 and 12*, are here entered as in contradistinction to butter and cheese made in manufacturing establishments, which are to be entered in Schedule 2.

#### SCHEDULE NO. 5.

##### *Shipping, Fisheries, Products of the Forest, Minerals and Prairie Lands.*

- 104 This schedule is perhaps the most intricate of the whole series; consequently, the census officers cannot take too much care in studying it before hand, as well in the Manual as in the specimen schedules. It is divided into five sub-titles, "*Shipping*," "*Fisheries*," "*Products of the Forest*," "*Minerals*" and "*Prairie Lands*."

*Columns 1 and 2* are for the same purpose in reference to Schedule No. 1, as explained in the notes on other schedules.

- 105 In the cases of *Shipping* and *Fisheries*, in which the person referred to in these columns is interested only in part of this schedule, the remainder of the columns are, as regards him, to be filled with the sign —, according to the general rule given.

*Columns 3, 4, 5 and 6* are all to the same effect. The explanations required are therefore applicable to the four.

- 106** The columns headed "*Number of Shares*" are intended to exhibit the number of Canadian ship-owners in each place, each one being referred to as named in Schedule No. 1.

The ownership of shipping is to be recorded by shares, in accordance with the principle laid down in the "*Merchant Shipping Act*," each ship being equal to 64 shares; so that when compiling the census the total number of vessels will be ascertained by dividing the total number of shares by 64.

It is needless to add, however, that whenever one or more ships are owned wholly by one person, or one institution or company (as illustrated in *Specimen Schedule*), the number to inscribe will be 64 for one, and as many times 64 as there are ships so exclusively owned by the same person or company; and that in cases where parts of one or more ships are owned, the total number of shares so owned is to be recorded by figures representing the aggregate number of shares.

There will be no difficulty in recording by shares in this way, whenever the requirements of the "*Merchant Shipping Act*" have been complied with; but some instructions are necessary for the direction of the census officers, in the very numerous cases in which partnership in vessels is reckoned by fractions of the unit 1. In these cases, the officer is to reduce the fractions to shares. For example, a  $\frac{1}{2}$  of a ship is to be recorded by the figures 16;  $\frac{1}{4}$  by 32; and so on.

- 107** The tonnage to be recorded here is not the tonnage of any given ship, but the aggregate tonnage of the *shares owned* by the party referred to. For example, the tonnage of a ship owner who has 32 shares of a ship of 1,000 tons is 500, which figure is to be entered in the column of tonnage.

In cases of persons answering for institutions or companies, and being, besides, themselves ship-owners, the entries are to be made on two different lines,

- 108** *Columns 7 and 8.* In these columns, it is merely the actual number of *barges* which is to be recorded; any fractional ownership having to be entered as  $\frac{1}{2}$ ,  $\frac{1}{4}$  or  $\frac{3}{4}$ . This mode of reckoning relates to barges, including trading scows, canal boats, and other such vessels, or *bateaux*, fishing smacks and boats.
- 109** In the case of shipping companies, such as the "*Winnipeg and Western Transportation Company*," for instance, of which the members are not, properly speaking, ship-owners, but simply stockholders of a jointstock company, the total amount of shipping is to be recorded in the enumerator's



division in which is located the head office of the company, taking care to make a note in the column of remarks.

- 110** *Column 9.* In this column is to be entered the actual number of boats employed in fishing; and in *column 10* is to be entered the figure representing the number of fishermen.

*Columns 11, 12, 13, 14 and 15,* do not require any special observation, the headings being of themselves almost all that can be said. The remarks to be made are of a general character.

The different varieties of fish are to be recorded in barrels, each equal to a capacity of two bushels and a-half, or an average weight of 200 lbs.

The enumerators, therefore, must be prepared, beforehand, to make a quick reduction of the special measures employed for each kind of fish in their respective localities, into this census standard barrel measure.

- 111** It must be well kept in mind by the census officers that the quantities to be recorded are to comprise the whole catch; no matter how made, in boats or vessels, or without either, in *fascines*, or weir standing fisheries, or by the hook or otherwise; and whether for home consumption, for sale, for bait or for manure.
- 112** There may be instances of two or more fishermen working together as associates "*on shares*." In these cases, while the enumerator sees that the whole catch is recorded, he must be careful that it is not recorded twice.

In the shipping and fishing districts, considerable judgment will be required on the part of the enumerators, as well as knowledge of circumstances of their localities; to avoid omissions as well as double entries.

- 113** *Columns, 16, 17 and 18* relate to the products of the forest, in the state in which they are got out simply, and must not be confounded with returns of saw mills, ship-building yards, or other industrial establishments.

In these columns is to be recorded the total quantity of logs got out; notwithstanding that part of them may have been consumed or made use of on the spot, or whether they have been sold, or are still on hand.

- 114** The quantities here to be recorded should, whenever possible, be taken in the census district, and on the spot where they were produced, and not at the distant office of the merchant who may happen to have furnished the capital or

engaged the men to do the work. The information is to be had from the farmer who hauled the lumber ; or from the contractor or foreman in shanties, on the spot.

Care must be taken that everything be recorded without diminution or exaggeration. There are different methods of counting. We have adopted a census standard, which is equal to 100 superficial feet board measurement (B.M.), in other words, the standard is to count one log for every 100 feet of board measurement.

*Columns 19, 20, 21 and 22* referring to Mineral Products need no explanation.

115 It is hardly necessary to explain that these columns relate exclusively to the extraction of mineral products, and do not in any way refer to the quantity manufactured into any article of use or consumption.

116 *Columns 23 and 24* relate to prairie lands. In column 23 is to be entered the total number of acres broken in the fall of 1884 and spring of 1886, and in column 24 is to be entered the number of acres seeded in the spring of 1886.

#### CONCLUDING REMARKS.

117 The instructions and directions contained in this Manual and in all circulars emanating from the Department, are to be strictly adhered to by all officers employed in the taking of the census, under the sanctity of their oath of office. There may arise special cases requiring to be specially dealt with by particular instructions addressed to the officers concerned ; but no officer is to take anything of this kind for granted. In other words, every officer is bound to discharge his duties in accordance with the directions contained in this Manual, unless he can show distinct orders, emanating from the Department, authorizing deviation therefrom.

Secrecy, let it be repeated again, is one of the duties of the officers, commissioners, enumerators and other employés of the census.

E. H. ST. DENIS,  
*Acting Statistical Officer.*

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